

Shapleigh Board of Selectmen  
Meeting Minutes  
September 20, 2022

**Call to Order:**

Chairman William J. Mageary called the meeting to order at 6:00 pm, Selectman Michael J. Cote and Selectman Scott E. Cudworth were present, also present Town Administrator, Michelle Rumney.

**In attendance:** Rescue Chief, Gene Streck and Fire Chief, Steven Guillemette

**Pledge of Allegiance:** was recited

**Approval of minutes from previous meeting:**

Michael J Coted made a motion to approve September 13, 2022 minutes as presented; seconded by Scott E Cudworth. Motion carried 3/0.

**Public Comment:** None

**Unfinished Business:**

**i. Cascade System Bids Award**

Fire Chief Guillemette reported that he followed up on questions that he had on the submitted bids, and after careful review he recommended to the Board that the bid be awarded to IPS in the amount of \$38,229. He reported that this will include the compressor, 4-6,000lb cylinders installed in the squad, a hard deck built on top of the cylinders, single bottle fill station with hose that will extend from compressor to truck for refilling. The only thing not included with any of the bids was the electrical work for the station to add a new panel and wire the compressor in. Michael J. Cote made a motion to accept the bid from IPS in the amount of \$38,229 for the Cascade System, motion was seconded by Scott E. Cudworth. Motion carried 3/0.

**ii. Town Administrator updates**

The Town Administrator addressed the Board several topics:

- The Board re-scheduled tonight's Executive Session for Personnel Matters/Fire Department for September 27, 2022 at 5 p.m.
- Reminder of the Public Hearings on September 27, 2022 at 6 p.m. to adopt the General Assistance Appendices to go into effect on October 1, 2022 and for the November 8<sup>th</sup> referendum question.
- The issues with the network seem to be fixed, there have been no problems for the past week.
- The proposed changes to the YCSO Deputy Contract have been sent to the County Manager and we are awaiting a reply.
- The carpets are in need of cleaning. Several employees are being triggered by allergens in the Town Hall and it is believed that the carpets, which have not been cleaned since installed 5 or 6 years ago, may need to be cleaned. The Administrator will reach out to L&R for a quote.
- There are several dead tree limbs around the Town Hall that need to be addressed. The Board asked the Administrator to reach out to our mowing contractor to see what he might charge to address those limbs, in addition to addressing the limbs in the commons which are part of the contract.

- The cleaning person reports that vacuum hose now works great after Mike Cote unclogged it, however the power head is spitting dirt. Mike Cote agreed to take a look at that over the next week.
- The Town Administrator inquired of the Fire and Rescue Chief's if a scope of work had been drawn up for the Public Safety Building Reserve Improvements as the end of year is coming quickly, the Fire Chief noted that he would like to discuss this under his briefing.
- The Town Administrator will be out of the office on Friday September 23<sup>rd</sup> for a General Assistance Administration workshop in Augusta

## **New Business:**

### **i. Rescue Chief Briefing-**

Chief Gene Streck noted that tracking of inventory of supplies for the department has been difficult. Various things are stored all over the station, some that are expired and an excess of other items that will take years to use. He has proposed the use of a "garment gun" as used at stores to tag items. A data base would then be created to track use, and location of storage with any expiration dates. This will help him know when supplies are getting low and need to be ordered or disposed of. The Chief expressed the importance of visible house numbers on all homes in Shapleigh for Emergency Response. The Board agreed that this is important and Chairman Mageary recalled an ordinance that addresses house numbers and suggested reaching out to Codes to get clarification. The Chief is happy to report that Shapleigh has been able to offer mutual aid to several calls in surrounding towns recently. He noted recently Shapleigh utilized Mutual Aid from Acton, and later that same day was able to reciprocate mutual aid to Acton. The Board commended the Chief for filling shifts at 100% and for the positive feedback. Chief Streck suggested that a list of streets and their locations would be helpful in responding to calls. The Town Administrator confirmed that a database does exist and she will send the file over via email. In review of the draft employment application for the Rescue Squad, the Chief offered minor changes of adding NIMS 100&200 to the checklist, and also adding "EMS licensure from other States with expiration" to the Licensing/Certifications list.

### **ii. Fire Chief Briefing**

Chief Steve Guillemette recommended to remove the "Skills/Assessment" from the Membership Process section of the Membership Application for Shapleigh Fire. The Chief updated the board that he has compiled a booklet to submit to BLS/Safety Works program in response to their recent visit. The response is due by September 26<sup>th</sup> and there are just some minor things left on the list to address and he will have the report turned in before the deadline. In regards to the scope of work for the use of the Public Safety Building Reserve Improvement Fund, the Chief explained that the lights are reported to be in transit for the upgrade to the building, and then the electrician will be in to install. EMA Director Rogers was working on a plan for the drainage issues in the yard and working on pricing. Chief Guillemette is reaching out to General Contractors for some quotes for exterior doors, and a basic design of the awning has been drafted. Questions have arisen to how the design process should go forward. The Chief feels as though an architect or engineer may need to be consulted as the building is a full block wall all the way up, which will require different anchoring. The estimated length of the awning would be 35ft and extend outwards approximately 3 or 4 ft from the building. The Board expressed that a good contractor will have knowledge and experience in working with Codes to make sure the anchoring is done correctly and will hold the weight of any falling snow and ice. Also, there are probably companies locally that may deal with awning design and build specifically that can address this. It was suggested to get in touch with the Code Enforcement Officer to see what information he may be able to provide.

- iii. **Application for On-Premise Liquor License for catered event at Babbling Brook 10/15/22**  
Scott E. Cudworth made a motion to approve the on-premise liquor license submitted by Cruisin' Infusions for the October 15<sup>th</sup> catered event at the Babbling Brook Farm, the motion was seconded by Michael J Cote. Motion carried 3/0.
- iv. **Abatements/Supplementals-** tabled until next week as the Assessor had not completed all the documents.

**Information:**

Planning Board: Conditional Use Permit/Earth moving 19 Osprey Ln, growth permit Map/Lot 8-12-2A

BDS Waste: New prices for tire disposal

Simpson Price Increase for demolition disposal, \$8/ton increase

Recreation Agenda for 9/23/22 @ 5:30 at the Rec Fields, Movie Night to follow at 6:45pm

Conservation Committee minutes from 7/11/22

Saco River Corridor proposed rule changes public hearing

Maine Healthcare at Home annual meeting 10/18/22 @ 4:30pm

**Executive Session - Postponed**

**Signatures:**

- i. Warrants
- ii. Liquor License

**Any other business the Chairman may wish to bring before the meeting – None**

Michael J. Cote made a motion to adjourn at 6:50 p.m.; seconded by Scott E. Cudworth. Motion carried 3-0.

These minutes are not verbatim, Michelle Rumney, Town Administrator